



**GENERAL SERVICES
ADMINISTRATION
FEDERAL SUPPLY SERVICE**

**AUTHORIZED FEDERAL SUPPLY
SCHEDULE PRICE LIST**

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order are available through GSA Advantage!™, a menu-driven database system. The INTERNET address for GSA Advantage!™ is:

GSAAdvantage.gov

**The Professional Services Schedule (PSS)
Logistics Worldwide (LOGWORLD) Services**

INDUSTRIAL GROUP: 00CORP
CONTRACT NUMBER: GS-00F-153DA
CONTRACT PERIOD: May 17, 2016 through May 16, 2021

For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at fss.gsa.gov.

Contractor: L&M TECHNOLOGIES, INC.

Address: 4700 LINCOLN RD NE STE 114, ALBUQUERQUE, NM
87109

Business Size: SMALL

Telephone #: (505) 343-0200

Fax #: (505)343-0300

Website: <http://www.LMtechnologies.com>

Contract Administrator: Antonette Montoya

CUSTOMER INFORMATION:

1a. Table of Awarded Special Item Number(s) with appropriate cross-reference to page numbers:

| SIN # | Description |
|----------------------|--|
| 874 501 / 874-501RC | Supply and Value Chain Management |
| 874 503 / 874 503 RC | Distribution and Transportation Logistics Services |
| 874 504 / 874 504 RC | Deployment Logistics |
| 874 507 / 874 507 RC | Operations & Maintenance Logistics Management and Support Services |

1b. Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract. This price is the Government price based on a unit of one, exclusive of any quantity/dollar volume, prompt payment, or any other concession affecting price. Those contracts that have unit prices based on the geographic location of the customer, should show the range of the lowest price, and cite the areas to which the prices apply.

1c. If the Contractor is proposing hourly rates a description of all corresponding commercial job titles, experience, functional responsibility and education for those types of employees or sub Contractor's who will perform services shall be provided. If hourly rates are not applicable, indicate "Not applicable" for this item. See: Detailed Position Description

2. Maximum Order: \$1,000,000

3. Minimum Order: \$100

4. Geographic Coverage (delivery Area): FOB Domestic

5. Point(s) of production (city, county, and state or foreign country): N/A

6. Discount from list prices or statement of net price: Government Net Prices (discounts already deducted). See prices attached

7. Quantity discounts: None

8. Prompt payment terms: Net 30 days

9a. Notification that Government purchase cards are accepted up to the micro-purchase threshold: Yes

9b. Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold: Will Not Accept

10. Foreign items (list items by country of origin): None

11a. Time of Delivery (Contractor insert number of days): Specified on the Task Order

11b. Expedited Delivery. The Contractor will insert the sentence "Items available for expedited delivery are noted in this price list." under this heading. The Contractor may use a symbol of its choosing to highlight items in its price list that have expedited delivery: N/A

11c. Overnight and 2-day delivery. The Contractor will indicate whether overnight and 2-day delivery is available. Also, the Contractor will indicate that the schedule customer may contact the Contractor for rates for overnight and 2-day delivery: N/A

11d. Urgent Requirements. The Contractor will note in its price list the "Urgent Requirements" clause of its contract and advise agencies that they can also contact the Contractor's representative to affect a faster delivery: Contact Contractor

12. F.O.B Points(s): Destination

13a. Ordering Address(es): L&M Technologies, 4700 LINCOLN RD NE STE 114, ALBUQUERQUE, NM 87109

13b. Ordering procedures: for supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPAs), and a sample BPA can be found at the GSA/FSS Schedule homepage (fss.gsa.gov/schedules).

14. Payment address (es): L&M Technologies, 4700 LINCOLN RD NE STE 114, ALBUQUERQUE, NM 87109

15. Warranty provision: Contractor's Standard Commercial Warranty

16. Export Packing Charges (if applicable): N/A

17. Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level): Contact Contractor

18. Terms and conditions of rental, maintenance, and repair (if applicable): N/A

19. Terms and conditions of installation (if applicable): N/A

20. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable): N/A

20a. Terms and conditions for any other services (if applicable): N/A

21. List of service and distribution points (if applicable): N/A

22. List of participating dealers (if applicable): N/A

23. Preventive maintenance (if applicable): N/A

24a. Special attributes such as environmental attributes, (e.g., recycled content, energy efficiency, and/or reduced pollutants): N/A

24b. If applicable, indicate that Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found (e.g. contractor s website or other location.) The EIT standards can be found at: www.Section508.gov/.

25. Data Universal Numbering System (DUNS) number: 076465491

26. Notification regarding registration in Central Contractor Registration (CCR) database:

| Labor Category | GSA Rates Effective May 17, 2016 Through May 16, 2021 Prices include Industrial Funding Fee .75% | | | | |
|--|--|---------------------|---------------------|---------------------|---------------------|
| | May 2016 - May 2017 | May 2017 - May 2018 | May 2018 - May 2019 | May 2019 - May 2020 | May 2020 - May 2021 |
| Program Manager/Logistics Operations Manager | \$ 99.85 | \$ 99.85 | \$ 99.85 | \$ 99.85 | \$ 99.85 |
| Flight Hardware Supervisor/Loadmaster | \$ 94.33 | \$ 94.33 | \$ 94.33 | \$ 94.33 | \$ 94.33 |
| Business Manager | \$ 85.98 | \$ 85.98 | \$ 85.98 | \$ 85.98 | \$ 85.98 |
| Quality, Environmental, Safety, Health Manager | \$ 75.06 | \$ 75.06 | \$ 75.06 | \$ 75.06 | \$ 75.06 |
| Transportation Manager/Transportation Engineer | \$ 65.10 | \$ 65.10 | \$ 65.10 | \$ 65.10 | \$ 65.10 |
| **Engineering Technician V | \$ 63.87 | \$ 63.87 | \$ 63.87 | \$ 63.87 | \$ 63.87 |
| Sr. Buyer | \$ 63.72 | \$ 63.72 | \$ 63.72 | \$ 63.72 | \$ 63.72 |
| Flight Hardware Coordinator | \$ 62.62 | \$ 62.62 | \$ 62.62 | \$ 62.62 | \$ 62.62 |
| ** Electronics Technician Maintenance III | \$ 60.84 | \$ 60.84 | \$ 60.84 | \$ 60.84 | \$ 60.84 |
| Property/Logistics Administrator | \$ 60.54 | \$ 60.54 | \$ 60.54 | \$ 60.54 | \$ 60.54 |
| Buyer | \$ 60.12 | \$ 60.12 | \$ 60.12 | \$ 60.12 | \$ 60.12 |
| **Administrative Assistant | \$ 59.21 | \$ 59.21 | \$ 59.21 | \$ 59.21 | \$ 59.21 |
| ** Supply Technician | \$ 59.21 | \$ 59.21 | \$ 59.21 | \$ 59.21 | \$ 59.21 |
| **Instrument Mechanic | \$ 58.52 | \$ 58.52 | \$ 58.52 | \$ 58.52 | \$ 58.52 |
| ** Heavy Equipment Mechanic | \$ 58.18 | \$ 58.18 | \$ 58.18 | \$ 58.18 | \$ 58.18 |
| **Electronics Technician Maintenance I | \$ 55.22 | \$ 55.22 | \$ 55.22 | \$ 55.22 | \$ 55.22 |
| Traffic Management Specialist | \$ 54.10 | \$ 54.10 | \$ 54.10 | \$ 54.10 | \$ 54.10 |
| **Engineering Technician IV | \$ 53.38 | \$ 53.38 | \$ 53.38 | \$ 53.38 | \$ 53.38 |
| **Dispatcher, Motor Vehicle | \$ 52.94 | \$ 52.94 | \$ 52.94 | \$ 52.94 | \$ 52.94 |
| ** Secretary III | \$ 52.46 | \$ 52.46 | \$ 52.46 | \$ 52.46 | \$ 52.46 |
| **Service Order Dispatcher | \$ 52.20 | \$ 52.20 | \$ 52.20 | \$ 52.20 | \$ 52.20 |
| Shipping & Receiving Supervisor | \$ 51.56 | \$ 51.56 | \$ 51.56 | \$ 51.56 | \$ 51.56 |
| **Production Control Clerk | \$ 51.20 | \$ 51.20 | \$ 51.20 | \$ 51.20 | \$ 51.20 |
| ** Material Coordinator | \$ 51.20 | \$ 51.20 | \$ 51.20 | \$ 51.20 | \$ 51.20 |
| **Material Expediter | \$ 51.20 | \$ 51.20 | \$ 51.20 | \$ 51.20 | \$ 51.20 |
| Furniture Coordinator | \$ 48.12 | \$ 48.12 | \$ 48.12 | \$ 48.12 | \$ 48.12 |
| IT/Communication Support Specialist | \$ 47.70 | \$ 47.70 | \$ 47.70 | \$ 47.70 | \$ 47.70 |
| **Secretary II | \$ 47.66 | \$ 47.66 | \$ 47.66 | \$ 47.66 | \$ 47.66 |
| **Motor Vehicle Mechanic | \$ 47.30 | \$ 47.30 | \$ 47.30 | \$ 47.30 | \$ 47.30 |
| **Personnel Assistant (Employment) III | \$ 46.23 | \$ 46.23 | \$ 46.23 | \$ 46.23 | \$ 46.23 |
| ** Automotive Worker | \$ 45.86 | \$ 45.86 | \$ 45.86 | \$ 45.86 | \$ 45.86 |
| Supply Supervisor | \$ 45.48 | \$ 45.48 | \$ 45.48 | \$ 45.48 | \$ 45.48 |
| **Furniture Refinisher | \$ 44.65 | \$ 44.65 | \$ 44.65 | \$ 44.65 | \$ 44.65 |
| **Engineering Technician III | \$ 44.21 | \$ 44.21 | \$ 44.21 | \$ 44.21 | \$ 44.21 |
| **Accounting Clerk III | \$ 44.12 | \$ 44.12 | \$ 44.12 | \$ 44.12 | \$ 44.12 |
| Move/Furniture Services Supervisor | \$ 43.62 | \$ 43.62 | \$ 43.62 | \$ 43.62 | \$ 43.62 |
| **Scheduler, Maintenance | \$ 43.23 | \$ 43.23 | \$ 43.23 | \$ 43.23 | \$ 43.23 |
| **Secretary I | \$ 43.23 | \$ 43.23 | \$ 43.23 | \$ 43.23 | \$ 43.23 |

| Labor Category | GSA Rates Effective May 17, 2016 Through May 16, 2021 Prices include Industrial Funding Fee .75% | | | | |
|---------------------------------------|--|---------------------|---------------------|---------------------|---------------------|
| | May 2016 - May 2017 | May 2017 - May 2018 | May 2018 - May 2019 | May 2019 - May 2020 | May 2020 - May 2021 |
| **Personnel Assistant (Employment) II | \$ 42.08 | \$ 42.08 | \$ 42.08 | \$ 42.08 | \$ 42.08 |
| **Truck driver, Heavy | \$ 42.05 | \$ 42.05 | \$ 42.05 | \$ 42.05 | \$ 42.05 |
| **Truck driver, Tractor Trailer | \$ 42.05 | \$ 42.05 | \$ 42.05 | \$ 42.05 | \$ 42.05 |
| **Truck driver, Tractor Trailer | \$ 41.49 | \$ 41.49 | \$ 41.49 | \$ 41.49 | \$ 41.49 |
| **Bus Driver | \$ 41.43 | \$ 41.43 | \$ 41.43 | \$ 41.43 | \$ 41.43 |
| **Lead Warehouse Specialist | \$ 40.71 | \$ 40.71 | \$ 40.71 | \$ 40.71 | \$ 40.71 |
| **Mobile Equipment Servicer | \$ 40.68 | \$ 40.68 | \$ 40.68 | \$ 40.68 | \$ 40.68 |
| Motor Pool Supervisor | \$ 40.28 | \$ 40.28 | \$ 40.28 | \$ 40.28 | \$ 40.28 |
| ** Engineering Technician II | \$ 40.16 | \$ 40.16 | \$ 40.16 | \$ 40.16 | \$ 40.16 |
| ** Accounting Clerk II | \$ 40.06 | \$ 40.06 | \$ 40.06 | \$ 40.06 | \$ 40.06 |
| Property Disposal Specialist | \$ 39.87 | \$ 39.87 | \$ 39.87 | \$ 39.87 | \$ 39.87 |
| **Truck driver, Medium | \$ 39.22 | \$ 39.22 | \$ 39.22 | \$ 39.22 | \$ 39.22 |
| **Customer Service Representative III | \$ 39.21 | \$ 39.21 | \$ 39.21 | \$ 39.21 | \$ 39.21 |
| Quality Inspector | \$ 39.10 | \$ 39.10 | \$ 39.10 | \$ 39.10 | \$ 39.10 |
| ** Stock Clerk | \$ 38.88 | \$ 38.88 | \$ 38.88 | \$ 38.88 | \$ 38.88 |
| ** Motor Vehicle Mechanic Helper | \$ 38.53 | \$ 38.53 | \$ 38.53 | \$ 38.53 | \$ 38.53 |
| ** Personnel Assistant (Employment) I | \$ 38.24 | \$ 38.24 | \$ 38.24 | \$ 38.24 | \$ 38.24 |
| ** Order Clerk II | \$ 37.81 | \$ 37.81 | \$ 37.81 | \$ 37.81 | \$ 37.81 |
| Equipment Supervisor | \$ 37.79 | \$ 37.79 | \$ 37.79 | \$ 37.79 | \$ 37.79 |
| ** General Clerk III | \$ 37.54 | \$ 37.54 | \$ 37.54 | \$ 37.54 | \$ 37.54 |
| **Forklift Operator | \$ 37.48 | \$ 37.48 | \$ 37.48 | \$ 37.48 | \$ 37.48 |
| **Warehouse Specialist | \$ 37.48 | \$ 37.48 | \$ 37.48 | \$ 37.48 | \$ 37.48 |
| **Tools And Parts Attendant | \$ 37.48 | \$ 37.48 | \$ 37.48 | \$ 37.48 | \$ 37.48 |
| **Shuttle Bus Driver | \$ 36.93 | \$ 36.93 | \$ 36.93 | \$ 36.93 | \$ 36.93 |
| ** Truck driver, Light | \$ 36.93 | \$ 36.93 | \$ 36.93 | \$ 36.93 | \$ 36.93 |
| Inventory Control Clerk | \$ 36.82 | \$ 36.82 | \$ 36.82 | \$ 36.82 | \$ 36.82 |
| **Customer Service Representative II | \$ 36.41 | \$ 36.41 | \$ 36.41 | \$ 36.41 | \$ 36.41 |
| ** Engineering Technician I | \$ 36.41 | \$ 36.41 | \$ 36.41 | \$ 36.41 | \$ 36.41 |
| ** Accounting Clerk I | \$ 36.33 | \$ 36.33 | \$ 36.33 | \$ 36.33 | \$ 36.33 |
| **Order Clerk I | \$ 35.13 | \$ 35.13 | \$ 35.13 | \$ 35.13 | \$ 35.13 |
| **Shipping Packer | \$ 34.61 | \$ 34.61 | \$ 34.61 | \$ 34.61 | \$ 34.61 |
| **Driver Courier | \$ 34.58 | \$ 34.58 | \$ 34.58 | \$ 34.58 | \$ 34.58 |
| ** General Clerk II | \$ 33.84 | \$ 33.84 | \$ 33.84 | \$ 33.84 | \$ 33.84 |
| Equipment Specialist | \$ 33.37 | \$ 33.37 | \$ 33.37 | \$ 33.37 | \$ 33.37 |
| **Customer Service Representative I | \$ 33.04 | \$ 33.04 | \$ 33.04 | \$ 33.04 | \$ 33.04 |
| **Material Handling Laborer | \$ 32.84 | \$ 32.84 | \$ 32.84 | \$ 32.84 | \$ 32.84 |
| **General Clerk I | \$ 31.51 | \$ 31.51 | \$ 31.51 | \$ 31.51 | \$ 31.51 |
| **Order Filler | \$ 31.08 | \$ 31.08 | \$ 31.08 | \$ 31.08 | \$ 31.08 |
| **Taxi Driver | \$ 30.82 | \$ 30.82 | \$ 30.82 | \$ 30.82 | \$ 30.82 |
| ** Store Worker I | \$ 29.85 | \$ 29.85 | \$ 29.85 | \$ 29.85 | \$ 29.85 |

GSA Rates Effective May 17, 2016 Through May 16, 2021 Prices include Industrial Funding Fee .75%

L&M Position Descriptions

| Position | Education | Experience |
|--|---------------------|------------|
| Program Manager/Logistics Operations Manager | Masters Degree | 7 |
| Responsible for the successful performance of overall contract such as Logistics Operations and establish policies and procedures necessary for successful mission execution of projects and contracts. Directly responsible for product life cycle, materials management, data analysis and overall responsibility for the coordination of logistics support to achieve contract goals and customer satisfaction. Direct and oversee all aspects of logistics execution ensuring customer satisfaction. Commit corporate funds and personnel within scope of contract budget. Conduct contract negotiations with customers and suppliers and make executive presentations to customers concerning contract activities in support of business development. Prepare and direct preparation of bids and proposals in accordance with government regulations and in compliance with customer requirements. Ensure subordinates have necessary assets to meet project requirements, provide clear guidance, and support efforts to meet established contract requirements. Participate in development of the Corporate Strategic Plan. Develop strategic plans for implementation and execution of logistics strategy within the operations organization. Plan, program and budget required resources – people, dollars and equipment – necessary for accomplishment of assigned responsibilities. | | |
| Business Manager | Bachelors Degree | 7 |
| Includes all labor efforts identified as business and finance in nature, including but not limited to project control, finance and accounting, project planning and scheduling, and cost estimating. Performs complex evaluations of existing procedures, processes, techniques, models, and/or systems related to management problems or contractual issues that would require a report, and recommends solutions. Principal duties may include, but are not limited to, preparing work breakdown structures, charts, tables, graphs, and diagrams to assist in analyzing problems. Provides daily supervision and direction to three or more junior Business Specialists. | | |
| Property/Logistics Administrator | Associates | 5 |
| Coordinates property control activities to ensure continual accountability of government, associate contractor, or company property in accordance with applicable government regulations or corporate policy. Maintains property accountability records and determines condition and arranges disposal of surplus or obsolete material or equipment. Conducts property audits; provides guidance on government regulations pertaining to property accountability; develops, recommends, and implements property administration policy; and prepares periodic and special purpose reports relative to such matters as taxes, rentals and leasing, insurance, facility usage, etc. | | |
| Property Disposal Specialist | High School Diploma | 2 |
| Maintains property accountability records and determines condition and arranges disposal of surplus or obsolete material or equipment. | | |
| Flight Hardware Supervisor/Loadmaster | Bachelors Degree | 5 |

| Position | Education | Experience |
|--|------------------|------------|
| Performs all aspects of flight hardware management work (Inventory Management, Storage Management, Cataloging, and Property Utilization) related to depot, local, or other supply activities. Work usually is segregated by function such as flight hardware and controlled in terms of difficulty, complexity, or responsibility. Usually relate to stable or standardized segments of technical supply management operations; or to functions or subjects that are narrow in scope or limited in difficulty. In addition to hardware management, accomplishes loading and off-loading aircraft functions; performs pre-flight and post-flight of aircraft and aircraft systems. Performs loadmaster aircrew functions, computes weight and balance and other mission specific qualification duties. Provides for safety and comfort of passengers and troops, and security of cargo, mail, and baggage during flight. Supervises loadmaster activities and related functions, including aircraft loading and off-loading activities, cargo handling, and restraint. Requires working knowledge of the governing supply systems, programs, policies, nomenclature, work methods, manuals, or other established guidelines; understanding of the needs of the organization serviced; analytical ability to define or recognize the dimension of the problems involved, to collect the necessary data to establish the facts, and take or recommend actions based upon application or interpretation of established guidelines. | | |
| Flight Hardware Coordinator | Bachelors Degree | 2 |
| Plans and/or controls inventory of material and equipment to meet flight hardware requirements. Analyzes inventory levels, inventory positioning, and planned/forecast demands. Develops inputs to logistics information systems and coordinates changes to inventory levels, locations, and composition. Coordinates with traffic, production planning, and warehouse personnel to ensure appropriate routing, scheduling, and storing of goods. | | |
| Buyer | Associates | 2 |
| Purchases machinery, equipment, tools, raw material, packaging materials, parts, services, and supplies necessary for program operation in accordance with all applicable contract, federal, local, and company guidelines. Compiles and analyzes statistical data to determine feasibility of buying products and to establish price objectives. Compiles information from periodicals, catalogs, and other sources to keep informed on price trends and manufacturing processes. Confers with vendors and analyzes vendors' operations to determine factors that affect prices and determines lowest cost consistent with quality, reliability, and ability to meet required schedules. Reviews proposals, negotiates prices, selects or recommends suppliers, analyzes trends, follows up orders placed, verifies delivery, approves payment, and maintains necessary records. | | |
| Sr. Buyer | Bachelors | 5 |
| Provide financial and contract accountability for the acquisition program phases. Provide for acquisition program continuity between government acquisition program representatives, supporting service contractors, commercial vendors, and suppliers. Compiles and analyzes statistical data to determine feasibility of buying products and to establish price objectives. Compiles information from periodicals, catalogs, and other sources to keep informed on price trends and manufacturing processes. Confers with vendors and analyzes vendors' operations to determine factors that affect prices and determines lowest cost consistent with quality, reliability, and ability to meet required schedules. | | |

| Position | Education | Experience |
|--|---------------------|------------|
| Equipment Supervisor | Associates | 2 |
| The equipment manager is responsible for planning, coordinating and directing the operations of all equipment for effective maintenance and repair programs, equipment safety programs and equipment use on company job sites. The position acts as a technical advisor on all equipment issues and assists the management team with equipment budgets and potential equipment purchases. | | |
| IT/Communication Support Specialist | Bachelors | 3 |
| Support includes specification, installation, and testing of computer systems, communication equipment and peripherals within established standards and guidelines. Activities require interaction with application software and operating systems to diagnose and resolve unique, non-recurring problems. The position utilizes one-on-one consultancy to end users and Network staff. The position also assists in the maintenance and testing of network servers, communications equipment and associated equipment. The position's responsibilities require independent analyses, communication and problem solving. Work is performed with little supervision and requires initiative and judgment. | | |
| Inventory Control Clerk | High School Diploma | 3 |
| Plans and/or controls inventory of material and equipment to meet logistics requirements. Analyzes inventory levels, inventory positioning, and planned/forecast demands. Develops inputs to logistics information systems and coordinates changes to inventory levels, locations, and composition. Coordinates with traffic, production planning, and warehouse personnel to ensure appropriate routing, scheduling, and storing of goods. | | |
| Equipment Specialist | High School Diploma | 3 |
| Receives, identifies and catalogs various types of material. Applies technical knowledge in the areas of electrical, electronics, pipefitting and/or mechanics to identify unique characteristics of material, condition codes serviceability and end use. Applies technical knowledge to update material to current National Stock Numbers (NSN) where possible. | | |
| Quality, Environmental, Safety, Health Manager | Bachelors Degree | 5 |
| To ensure compliance with Safety Assurance standards, guidelines, and procedures in the company, for customers and on specified projects and contracts. Develop and implement Safety methodologies to ensure compliance with Safety assurance standards, guidelines, and procedures. Develop and implement Safety methodologies to ensure compliance with Safety standards, guidelines, and procedures in a large logistical computer-based organization. Develop and define major and minor characteristics of Safety including Safety metrics and scoring parameters and determine requisite Safety control resources. Establish and maintain | | |

| Position | Education | Experience |
|--|---------------------|------------|
| <p>a process for evaluating hardware, software, and associated documentation and/or assists in the evaluation. Conduct and/or participate in formal and informal reviews at pre-determined points throughout the development life cycle. Provide technical and administrative direction for personnel performing software development tasks, including the review of work products for correctness, adherence to the design concept and to user standards, review of program documentation to assure government standards/requirements are adhered to, and for progress in accordance with schedules. Coordinate with the Project Manager to ensure problem solution and user satisfaction. Make recommendations, if needed, for approval of major systems installations. Prepare milestone status reports and deliveries/presentations on the system concept to colleagues, subordinates, and end user representatives.</p> | | |
| Quality Inspector | Bachelors | 3 |
| <p>This inspector implements quality control and safety plans to ensure compliance with contract specifications and applicable regulations, inspects all phases of a variety of goods, services or operation for conformity to established quality, health and safety, and other operational standards by performing on-going work for compliance with contractual provisions; ensures all services listed on the performance requirement summary are performed in a satisfactory manner, specifies areas to be inspected (scheduled and unscheduled) and how often inspections will be accomplished, communicates deficiencies to proper persons, maintains Quality Control files, and document results of all inspections..</p> | | |
| Transportation Manager/Transportation Engineer | Bachelors Degree | 7 |
| <p>Coordinates and directs activities with the purpose of providing, managers, customers and/or subcontractors with logistics technology so as to ensure economical and effective support for manufacturing and servicing of equipment, products, systems and others. He or she should additionally provide expertise in various logistics elements, as a means of ensuring the development of a system design. When referring to distribution center activities, such as working directly with external and internal groups on facility flow, facility layout, inventory controls, data analysis, process flow or other related activities, a logistics engineer should provide engineering support.</p> | | |
| Shipping & Receiving Supervisor | High School Diploma | 3 |
| <p>Supervises and coordinates Shipping/ Receiving function. Ensures appropriate manpower available receive customer service requests. Performs shipping/receiving duties such as required; records information; and contacts customer to ensure satisfactory performance of service.</p> | | |
| Supply Supervisor | High School Diploma | 3 |
| <p>Supervises and coordinates Supply Operations function. Ensures appropriate manpower available receive customer service requests. Performs Supply duties as required; records information; and contacts customer to ensure satisfactory performance of service.</p> | | |
| Move/Furniture Services Supervisor | High School Diploma | 3 |

| Position | Education | Experience |
|---|---------------------|------------|
| Hires, coaches, reviews, supervises and terminates assigned employees, or makes suggestions and recommendations that are given particular weight regarding the employment status of assigned employees. Schedules workload of moving crew. Prepares estimates of moving costs and man-hours. Inventories moving equipment. Prepares and reviews time sheets to break out time spent on each move. Coordinates special events and athletic clean-ups. Knowledge, Skills and Abilities: Knowledge of moving techniques. Skill in leading the work of others. Skill in the use of moving techniques. | | |
| Furniture Coordinator | High School Diploma | 3 |
| Under the direction of the immediate supervisor, organizes a pool of stored and used furniture. Coordinates moving, delivery and set-up of furniture. Advises clients on the acquisition of furniture. Prepares purchase requisitions. Maintains records of drawings, building data, specifications and other material related to projects, alterations and construction. Advises clients on the acquisition of furniture based on knowledge of products. Prepares purchase requisitions and monitors invoices. Resolves problems related to purchase orders. Schedules packing and unpacking. Formulates procedures to ensure that moves occur with minimal disruptions and cost. Maintains records of drawings and building data such as specifications, revisions, renovations and updates. Compiles, codes and files construction documentation upon project completion. Liaises with other internal units as required. Responds to requests from staff, students and external groups for copies of archived documents. | | |
| Traffic Management Specialist | Bachelors Degree | 5 |
| Plans, schedules, and routes inbound and outbound domestic and international shipments of freight, using knowledge of postal regulations, tariffs, and company policy. Coordinates with carriers, audits freight bills, prepares and negotiates claims, and selects or recommends carriers to ensure efficient, timely, and least expensive movement of goods and material. Analyzes logistics requirements and develops solutions involving application of logistics management systems, tagging and tracking systems, business processes, work flow, and the man-machine interface. | | |
| ** Accounting Clerk I | High School Diploma | 1 |
| Performs one or more routine accounting clerical operations, such as: examining, verifying, and correcting accounting transactions to insure completeness and accuracy of data and proper identification of accounts, and checking that expenditures will not exceed obligations in specified accounts; totaling, balancing, and reconciling collection vouchers; posting data to transaction sheets where employee identifies proper accounts and items to be posted; and coding documentation accordance with a chart (listing) of accounts. Employee follows specific and detailed accounting procedures. Completed work is reviewed for accuracy and compliance with procedures. | | |
| ** Accounting Clerk II | Bachelors Degree | 3 |
| Performs one or more routine accounting clerical operations, such as: examining, verifying, and correcting accounting transactions to insure completeness and accuracy of data and proper identification of accounts, and checking that expenditures will not exceed obligations in specified accounts; totaling, balancing, and reconciling collection vouchers; posting data to transaction sheets where employee identifies proper accounts and items to be posted; and coding documentation accordance with a chart (listing) of accounts. Employee follows specific and detailed accounting procedures. Completed work is reviewed for accuracy and compliance with procedures. | | |

| Position | Education | Experience |
|--|---------------------|------------|
| **Accounting Clerk III | Bachelors Degree | 7 |
| Maintains journals or subsidiary ledgers of an accounting system and balances and reconciles accounts. Typical duties include one or both of the following: Reviews invoices, and statements (verifying information, ensuring sufficient funds have been obligated, and if questionable, resolving with the submitting unit, determining accounts involved, coding transactions, and processing material through data processing for application in the accounting system), and/or analyzes and reconciles computer printouts with operating unit reports (contacting units and researching causes of discrepancies, and taking action to ensure that accounts balance). Employee resolves problems in recurring assignments in accordance with previous training and experience. Supervisor provides suggestions for handling unusual or nonrecurring transactions. Conformance with requirements and technical soundness of completed work is reviewed by the supervisor or is controlled by mechanisms built into the accounting system. Excluded from Level III are positions responsible for maintaining either a general ledger or a general ledger in combination with subsidiary accounts. | | |
| **Administrative Assistant | Bachelors Degree | 5 |
| Compiles and maintains records of business transactions and office activities of establishment, performing variety of the following or similar administrative duties and utilizing knowledge of system or procedures. Compiles data and maintains records and reports. Operates office equipment such as but not limited to: computer, calculator and duplicating machine/fax. May take dictation. May greet and assist visitors. Keep official records and execute administrative policies determined by or in conjunction with other officials. Prepares memorandums outlining and explaining administrative procedures and policies to supervisory workers. Plan meetings. Directs preparation of records, such as notices, and minutes. Records resolutions of directors meeting. Acts as custodian of documents and records. Depending on organization, works in line, or staff capacity. | | |
| **Dispatcher, Motor Vehicle | High School Diploma | 3 |
| Assigns motor vehicles and drivers for conveyance of freight or passengers. Compiles list of available vehicles. Assigns vehicles according to factors, such as length and purpose of trip, freight or passenger requirements and preference of user. Issues keys, record sheets, and credential to drivers. Records time of departure, destination, cargo, and expected time of return. Investigates overdue vehicles. May confer with customers to expedite or locate missing, misrouted, delayed or damaged merchandise. May maintain record of mileage, fuel used, repairs made and other expenses. May establish service or delivery routes. May supervise loading and unloading. May issue equipment to drivers, such as handtrucks, dollies, and blankets. May direct activities of drivers, using two-way radio. May assign helpers to drivers. May work at vehicle distribution center and assign vehicles to customer agencies. | | |
| **General Clerk I | High School Diploma | 1 |
| Shall follow detailed procedures in performing, simple repetitive tasks in the same sequence, such as filing recorded documents in a chronological file or operating office equipment, e.g., mimeograph, photocopy, address-o-graph or mailing machine. | | |

| Position | Education | Experience |
|--|---------------------|------------|
| ** General Clerk II | High School Diploma | 2 |
| Follows a number of specific procedures in completing several repetitive clerical steps performed in a prescribed or slightly varied sequence, such as coding and filing documents in an extensive alphabetical file, simple posting to individual accounts, opening mail, running mail through metering machines, and calculating and posting charges to departmental accounts. Little or no subject-matter knowledge is required, but the clerk needs to choose the proper procedure for each task. | | |
| ** General Clerk III | High School Diploma | 5 |
| Uses some subject-matter knowledge and judgment to complete assignments consisting of numerous steps that vary in nature and sequence. Selects from alternative methods and refers problems not solvable by adapting or interpreting substantive guides, manuals, or procedures. Typical duties include: assisting in a variety of administrative matters; maintaining a wide variety of financial or other records; verifying statistical reports for accuracy and completeness; and handling and adjusting complaints. May also direct lower level clerks. Positions above level IV are excluded. Such positions (which may include supervisory responsibility over lower level clerks) require workers to use a thorough knowledge of an office's work and routine to: 1) choose among widely varying methods and procedures to process complex transactions; and 2) select or devise steps necessary to complete assignments. Typical jobs covered by this exclusion include administrative assistants, clerical supervisors, and office managers. | | |
| **Order Clerk I | High School Diploma | 1 |
| This position handles orders involving items that have readily identified uses and applications. The Order Clerk I may refer to a catalog, manufacturer's manual or similar document to insure that the proper item is supplied or to verify the price of order. Works under supervision and does not exercise discretionary authority. | | |
| ** Order Clerk II | High School Diploma | 3 |
| This position handles orders that involve making judgments such as choosing which specific product or material from the establishment's product lines will satisfy the customer's needs, or determining the price to be quoted when pricing involves more than merely referring to a price list or making some simple mathematical calculations. Works under minimal supervisor. | | |
| ** Personnel Assistant (Employment) I | Associates | 3 |
| : Performs routine tasks which require a knowledge of personnel procedures and rules, such as: providing simple employment information and appropriate lists and forms to applicants or employees on types of jobs being filled, procedures to follow, and where to obtain additional information; ensuring that the proper forms are completed for name changes, locator information, applications, etc. and reviewing completed forms for signatures and proper entries; or maintaining personnel records, contacting appropriate sources to secure any missing items, and posting items such as dates of promotions, transfer, and hire, or rates of pay or personal data. If this information is computerized, outside inquiries for simple factual information, such as verification of dates of employment in response to telephone credit checks of employees. Some receptionist or other clerical duties may be performed. May be assigned work to provide training for a higher level position. Detailed rules | | |

| Position | Education | Experience |
|---|---------------------|------------|
| and procedures are available for all assignments. Guidance and assistance on unusual questions are available at all times. Work is spot checked, often on a daily basis | | |
| **Personnel Assistant (Employment) II | Bachelors Degree | 5 |
| : Examines and/or processes personnel action documents using experience in applying personnel procedures and policies. Ensures that information is complete and consistent and determines whether further discussion with applicants or employees is needed or whether personnel information must be checked against additional files or listings. Selects appropriate precedents, rules, or procedures from a number of alternatives. Responds to varied questions from applicants, employees, or managers for readily available information which can be obtained from file material or manuals; responses require skill to secure cooperation in correcting improperly completed personnel documents or to explain regulations and procedures. May provide information to managers on availability of applicants and status of hiring actions; may verify employment dates and places supplied on job applications; may maintain personnel records; and may administer typing and stenography test. Completes routine assignments independently. Detailed guidance is available for situations which deviate from established precedents. Clerks/assistants are relied upon to alert higher level clerks/assistants or supervisor to such situations. Work may be spot checked periodically. | | |
| **Personnel Assistant (Employment) III | Bachelors Degree | 7 |
| Serves as a clerical expert in independently processing the most complicated types of personnel actions, e.g., temporary employment, rehires, and dismissals and in providing information when it is necessary to consolidate data from a number sources, often with short deadlines. Screens applications for obvious rejections. Resolves conflicts in computer listings or other sources of employee information. Locates lost documents or reconstructs information using a number of sources. May check references of applicants when information in addition to dates and places of past work is needed, and judgment is required to ask appropriate routine follow-up questions. May provide guidance to lower level clerks. Supervisory review is similar to level II. AND/OR Performs routine personnel assignments beyond the clerical level, such as: orienting new employees to programs, facilities, rules on time and attendance, and leave policies; computing basic statistical information for reports on manpower profiles, EEO progress and accomplishments, hiring activities, attendance and leave profiles, turnover, etc., and screening applicants for well-defined positions, rejecting those who do not qualify for available openings for clear cut reasons, referring others to appropriate employment interviewer. Guidance is provided on possible sources of information, methods of work, and types of reports needed. Completed written work receives close technical review from higher level personnel office employees; other work may be checked occasionally. | | |
| **Production Control Clerk | High School Diploma | 5 |
| Compiles and records production data for industrial establishments to compare records and reports on volume of production, consumption of material, quality control, and other aspects of production, performing any combination of the following duties: Compiles and records production data from such documents as customer orders, work tickets, product specifications, and individual worker production sheets, following prescribed recording procedures and using typewriter and other devices. Calculates such factors as types and quantities of items produced, materials used, amount of scrap, frequency of defects, and worker and department production rates, using adding machine or calculator. Writes production | | |

| Position | Education | Experience |
|--|---------------------|------------|
| reports based on data compiled, tabulated and computed, following prescribed formats. Maintains files of documents used and prepared. Compiles from customer orders and other specifications detailed production sheets or work tickets for use by production workers as guides in assembly or manufacture of products. Prepares written work schedules based on established guidelines and priorities. Compiles material inventory records and prepares requisitions for procurement of materials and supplies. Charts production, using chart, graph, or pegboard, based on statistics compiled for reference by production and management personnel. Sorts and distributes work tickets or material to workers. May compute wages from employee time cards and post wage data on records used for preparation of payroll. | | |
| **Customer Service Representative II | High School Diploma | 3 |
| This position receives, comprehends, provides, and responds to routine informational inquiries and service requests through the use of various communication technologies including but not limited to telephones, e-mail, facsimile, postal mail, and the Internet. Position is responsible for performing duties detailed in CSR I job description. In addition, CSR II is responsible for responding to escalated and more complex inquiries on a broader scope of topics. Tasks may require simple adaptation and interpretation of provided reference materials. | | |
| **Customer Service Representative III | High School Diploma | 5 |
| This position receives, comprehends, provides, and responds to routine informational inquiries and service requests through the use of various communication technologies including but not limited to telephones, e-mail, facsimile, postal mail, and the Internet. Position is responsible for performing duties detailed in CSR I and CSR II job descriptions. In addition, CSR III is responsible for supervising and advising CSR I and CSR II | | |
| **Scheduler, Maintenance | High School Diploma | 3 |
| This position schedules vehicle repairs and lubrication for vehicle-maintenance, schedules vehicles for lubrication or repairs based on date of last lubrication and mileage traveled or urgency of repairs. The Maintenance Scheduler contacts garage to verify availability of facilities, notifies parking garage workers to deliver specified vehicles, and maintains a file of requests for services. | | |
| **Secretary I | High School Diploma | 1 |
| This position provides principal secretarial support in an office, usually to one individual, and, in some cases, to the subordinate staff of that individual. The Secretary maintains a close and highly responsive relationship to the day-to-day activities of the supervisor and staff, works fairly independently receiving a minimum of detailed supervision and guidance, and performs various clerical and secretarial duties requiring knowledge of office routine and an understanding of the organization, programs, and procedures related to the work of the office. Computers may exist in the environment, requiring working knowledge of certain office software programs. LS-1 Organizational structure is not complex and internal procedures and administrative controls are simple and informal; supervisor directs staff through face-to-face meetings. | | |
| **Secretary II | Associates | 2 |
| This position provides principal secretarial support in an office, usually to one individual, and, in some cases, to the subordinate staff of that individual. The Secretary maintains a close and highly responsive relationship to the day-to-day activities of the supervisor and staff, works fairly independently receiving a minimum of | | |

| Position | Education | Experience |
|--|---------------------|------------|
| detailed supervision and guidance, and performs various clerical and secretarial duties requiring knowledge of office routine and an understanding of the organization, programs, and procedures related to the work of the office. Computers may exist in the environment, requiring working knowledge of certain office software programs. LS-2 Organizational structure is complex and is divided into subordinate groups that usually differ from each other as to subject matter, function, etc. Supervisor usually directs staff through intermediate supervisors. Internal procedures and administrative controls are formal. An entire organization (e.g., division, subsidiary, or parent organization) may contain a variety of subordinate groups that meet the LS-2 definition. Therefore, it is not unusual for one LS-2 supervisor to report to another LS-2 supervisor. | | |
| ** Secretary III | Bachelors Degree | 5 |
| This position provides principal secretarial support in an office, usually to one individual, and, in some cases, to the subordinate staff of that individual. The Secretary maintains a close and highly responsive relationship to the day-to-day activities of the supervisor and staff, works fairly independently receiving a minimum of detailed supervision and guidance, and performs various clerical and secretarial duties requiring knowledge of office routine and an understanding of the organization, programs, and procedures related to the work of the office. Computers may exist in the environment, requiring working knowledge of certain office software programs. Organizational structure is divided into two or more subordinate supervisory levels (of which at least one is a managerial level) with several subdivisions at each level. Executive's program(s) are usually interlocked on a direct and continuing basis with other major organizational segments, requiring constant attention to extensive formal coordination, clearances, and procedural controls. Executive typically has: financial decision-making authority for assigned program(s); considerable impact on the entire organization's financial position or image; and responsibility for, or has staff specialists in such areas as, personnel and administration for assigned organization. | | |
| **Service Order Dispatcher | High School Diploma | 5 |
| Receives, records, and distributes work orders to service crews upon customers' requests for service on articles or utilities purchased from wholesale or retail establishment or utility company. Records information, such as name, address, article to be repaired, or service to be rendered. Prepares work order and distributes to service crew. Schedules service call and dispatches service crew. Calls or writes customer to insure satisfactory performance of service. Keeps record of service calls and work orders. May dispatch orders and relay messages and special instructions to mobile crews and other departments, using radio telephone equipment. | | |
| ** Supply Technician | Associates | 5 |
| This position performs limited aspects of technical supply management work (e.g., inventory management, storage management, cataloging, and property utilization) related to depot, local, or other supply activities. Work usually is segregated by commodity area or function, and controlled in terms of difficulty, complexity, or responsibility. Assignments usually relate to stable or standardized segments of technical supply management operations; or to functions or subjects that are narrow in scope or limited in difficulty. The work generally involves individual case problems or supply actions. This work may require consideration of program requirements together with specific variations in or from standardized guidelines. Assignments require:(a) a good working knowledge of the governing supply systems, programs, policies, nomenclature, work methods, manuals, or other established guidelines; (b) an understanding of the needs of the organization serviced; and (c) analytical ability to define or recognize the dimension of the problems | | |

| Position | Education | Experience |
|--|---------------------|------------|
| involved, to collect the necessary data to establish the facts, and take or recommend action based upon application or interpretation of established guidelines | | |
| **Instrument Mechanic | High School Diploma | 5 |
| : Installs, repairs, maintains, and adjusts indicating, recording, telemetering, and controlling instruments used to measure and control variables, such as pressure, flow, temperature, motion, force, and chemical composition, using hand tools and precision instruments. Disassembles malfunctioning instruments, and examines and tests mechanism and circuitry for defects. Troubleshoots equipment in or out of control system and replaces or repairs defective parts. Reassembles instrument and tests assembly for conformance with specifications, using instruments, such as potentiometer, Resistance Bridge, manometer, and pressure gauge. Inspects instruments periodically and makes minor calibration adjustments to insure functioning within specified standards. May adjust and repair final control mechanisms, such as automatically controlled valves or positioners. May calibrate instruments according to established standards. | | |
| **Electronics Technician Maintenance I | High School Diploma | 3 |
| Removes, repairs, modifies, services and installs various types of electronic components, including but not limited to airborne equipment systems and related devices such as electronic transmitting and receiving equipment (e.g., radar, radio, television, telecommunications, sonar, and navigational aids); personal and mainframe computer and terminals, and night vision devices. Assembles solders, connects and inter-wires electronic components. Performs maintenance, alignment and functional tests of avionics using test equipment. Follows engineering drawings, schematics, safety procedures, military specifications, standards and technical manuals to accomplish assigned tasks. Documents work performed in aircraft forms, Army maintenance forms, records, and Contract Field Team workbooks. Education requirements: High School Diploma plus course work related to Electronics | | |
| ** Electronics Technician Maintenance III | High School Diploma | 5 |
| Removes, repairs, modifies, services and installs various types of electronic components, including but not limited to airborne equipment systems and related devices such as electronic transmitting and receiving equipment (e.g., radar, radio, television, telecommunications, sonar, and navigational aids); personal and mainframe computer and terminals, and night vision devices. Assembles, solders, connects and inter-wires electronic components. Performs maintenance, alignment and functional tests of avionics using test equipment. Follows engineering drawings, schematics, safety procedures, military specifications, standards and technical manuals to accomplish assigned tasks. Documents work performed in aircraft forms, Army maintenance forms, records, and Contract Field Team workbooks. | | |
| ** Engineering Technician I | Bachelors Degree | 1 |
| <p>Shall perform simple routine tasks under close supervision or from detailed procedures. Work is checked in progress or on completion. Shall perform one or a combination of such typical duties as:</p> <ul style="list-style-type: none"> a. Shall assemble or install equipment or parts requiring simple wiring, soldering, or connecting. b. Shall perform simple or routine tasks or tests such as tensile or hardness tests; operates and adjusts simple test equipment; records test data. | | |

| Position | Education | Experience |
|--|------------------|------------|
| c. Shall gather and maintain specified records of engineering data such as tests, drawings, etc.; performs computations by substituting numbers in specified formulas; plots data and draws simple curves and graphs.. | | |
| ** Engineering Technician II | Bachelors Degree | 3 |
| <p>Shall perform standardized or prescribed assignments involving a sequence of related operations. Shall follow standard work methods on recurring assignments but receives explicit instructions on unfamiliar assignments; technical adequacy of routine work is reviewed on completion; non- routine work may also be reviewed in progress. Performs at this level one, or a combination of such typical duties as:</p> <ul style="list-style-type: none"> a. Following specific instructions, assembles or constructs simple or standard equipment or parts; may service or repair simple instruments or equipment. b. Shall conduct a variety of tests using established methods. Prepares test specimens, adjusts and operates equipment, and records test data, pointing out deviations resulting from equipment malfunction or observational errors. c. Shall extract engineering data from various prescribed but non-standardized sources; processes the data following well-defined methods including elementary algebra and geometry; presents the data in prescribed form. | | |
| **Engineering Technician III | Bachelors Degree | 5 |
| <p>Shall perform assignments that are not completely standardized or prescribed. Shall select or adapt standard procedures or equipment, using fully applicable precedents. Receives initial instructions, equipment requirements, and advice from supervisor or engineer as needed; performs recurring work independently; work is reviewed for technical adequacy or conformity with instructions. Shall perform at this level one or a combination of such typical duties as:</p> <ul style="list-style-type: none"> a. Constructs components, sub-units, or simple models or adapts standard equipment. May troubleshoot and correct malfunctions. b. Follows specific layout and scientific diagrams to construct and package simple devices and subunits of equipment. c. Shall conduct various tests or experiments which may require minor modifications in test setups or procedures as well as subjective judgments in measurement; selects, sets up, and operates standard test equipment and records test data. d. Extracts and compiles a variety of engineering data from field notes, manuals, lab reports, etc.; processes data, identifying errors or inconsistencies; selects methods of data presentation. e. Shall assists in design modification by compiling data related to design, specifications, and materials, f. Shall develop information concerning previous operational failures and modifications. Uses judgment and initiative to recognize inconsistencies or gaps in data and seek sources to clarify information. Which are pertinent to specific items of equipment or component parts. | | |
| **Engineering Technician IV | Bachelors Degree | 7 |

| Position | Education | Experience |
|--|---------------------|------------|
| <p>Performs non-routine assignments of substantial variety and complexity, using operational precedents which are not fully applicable. Such assignments, which are typically parts of broader assignments, are screened to eliminate unusual design problems. May also plan such assignments. Receives technical advice from supervisor or engineer; work is reviewed for technical adequacy (or conformity with instructions). May be assisted by lower level technicians and have frequent contact with professionals and others within the establishment. Performs at this level one or a combination of such typical duties as:</p> <p>Develops or reviews designs by extracting and analyzing a variety of engineering data. Applies conventional engineering practices to develop, prepare, or recommend schematics, designs, specifications, electrical drawings and parts lists. Examples of designs include: detailed circuit diagrams; hardware fittings or test equipment involving a variety of mechanisms; conventional piping systems; and building site layouts.</p> <p>Conducts tests or experiments requiring selection and adaptation or modification of a wide variety of critical test equipment and test procedures; sets up and operates equipment; records data, measures and records problems of significant complexity that sometimes require resolution at a higher level; and analyzes data and prepares test reports. Applies methods outlined by others to limited segments of research and development projects; constructs experimental or prototype models to meet engineering requirements; conducts tests or experiments and redesigns as necessary; and records and evaluates data and reports findings.</p> | | |
| **Engineering Technician V | Bachelors Degree | 7 |
| <p>This technician differs from Engineering Technician IV based on specific experience identified in paragraph b., specifically preparing layouts, detailed specifications, parts lists, estimates, procedures, etc.</p> <p>May check and analyze drawings or equipment to determine adequacy of drawings and design performs non-routine and complex assignments involving responsibility for planning and conducting a complete project of relatively limited scope or a portion of a larger and more diverse project, selects and adapts plans, techniques, designs, or layouts, contacts personnel in related activities to resolve problems and coordinate the work, reviews, analyzes, and integrates the technical work of others. Supervisor or professional engineer outlines objectives, requirements, and design approaches. Completed work is reviewed for technical adequacy and satisfaction of requirements. This incumbent may train and be assisted by lower level technicians, and performs one or a combination of the following:</p> <p>a. Designs, develops, and constructs major units, devices, or equipment; conducts tests or experiments; analyzes results and redesigns or modifies equipment to improve performance; and reports results.</p> <p>b. From general guidelines and specifications (e.g., size or weight requirements), develops designs for equipment without critical performance requirements that are difficult to satisfy such as engine parts, research instruments, or special purpose circuitry. Analyzes technical data to determine applicability to design problems; selects from several possible design layouts; calculates design data; and prepares layouts, detailed specifications, parts lists, estimates, procedures, etc. May check and analyze drawings or equipment to determine adequacy of drawings and design.</p> <p>c. Plans or assists in planning tests to evaluate equipment performance. Determines test requirements, equipment modification, and test procedures; conducts tests using all types of instruments; analyzes and evaluates test results, and prepares reports on findings and recommendations.</p> | | |
| **Furniture Refinisher | High School Diploma | 2 |

| Position | Education | Experience |
|--|---------------------|------------|
| <p>The Furniture Refinisher refinishes damaged, worn, or used furniture or new high-grade furniture to specified color for finish, utilizing knowledge of wood properties, finishes, and furniture styling, removes old finish from surfaces by abrading with steel wool or sandpaper or by brushing solvent on surfaces to soften finish and scraping with knife and steel wool, removes excess solvent by rubbing surface with cloth immersed in paint thinner or salt soda, applies plastic putty, wood putty, or lacquer-stick to surfaces, using spatula or knife, to fill nicks, depressions, holes and cracks. The Furniture Refinisher smooths surface for finishing, using sandpaper or power sander, selects and mixes finish ingredients to obtain specified color shade or to match existing finish, brushes or sprays successive coats of stain, varnish, shellac, lacquer, or paint on work piece. This refinisher grains wood or paints wood trim, using graining roller, comb, sponge, or brush, polishes and waxes finished surfaces. In general, this worker requires extensive knowledge of surface peculiarities and types of finishes required for different applications usually acquired through considerable on-the-job training and experience.</p> | | |
| **Forklift Operator | High School Diploma | 2 |
| <p>Operates a manually controlled gasoline, electric or liquid propane gas powered forklift to transport goods and materials of all kinds about a warehouse, manufacturing plant, or other establishment. May be required to operate Raymond Stand up forklifts.</p> | | |
| ** Material Coordinator | High School Diploma | 3 |
| <p>The Material Coordinator coordinates and expedites flow of material, parts, and assemblies within or between departments in accordance with production and shipping schedules or department supervisors' priorities. In this job, the Material Coordinator reviews production schedules and confers with department supervisors to determine material required or overdue and to locate material, requisitions material and establishes delivery sequences to departments according to job order priorities and anticipated availability of material; arranges for in-plant transfer of materials to meet production schedules, and with department supervisors for repair and assembly of material and its transportation to various departments, and examines material delivered to production departments to verify if type specified. This Worker may monitor and control movement of material and parts along conveyor system, using remote-control panel board, compute amount of material needed for specific job orders, applying knowledge of product and manufacturing processes and using adding machine; compile report of quantity and type of material on hand, move or transport material from one department to another, using hand or industrial truck; may compile perpetual production records in order to locate material in process of production, using manual or computerized system, and maintain employee records.</p> | | |
| **Material Expediter | Associates | 3 |
| <p>The Material Coordinator coordinates and expedites flow of material, parts, and assemblies within or between departments in accordance with production and shipping schedules or department supervisors' priorities. In this job, the Material Coordinator reviews production schedules and confers with department supervisors to determine material required or overdue and to locate material, requisitions material and establishes delivery sequences to departments according to job order priorities and anticipated availability of material; arranges for in-plant transfer of materials to meet production schedules, and with department supervisors for repair and assembly of material and its transportation to various departments, and examines material delivered to production departments to verify if type specified.</p> | | |

| Position | Education | Experience |
|---|---------------------|------------|
| **Material Handling Laborer | High School Diploma | 1 |
| Performs physical tasks to transport or store materials or merchandise. Duties involve one or more of the following: Manually loading or unloading freight cars, trucks, or other transporting devices; unpacking, shelving, or placing items in proper storage locations; or transporting goods by hand truck, cart, or wheelbarrow. | | |
| **Order Filler | High School Diploma | 1 |
| Fills shipping or transfer orders for finished goods from stored merchandise in accordance with specifications on sales slips, customers' orders, or other instructions. May, in addition to filling orders and indicating items filled or omitted, keep records of outgoing orders, requisition additional stock or report short supplies to supervisor, and perform other related duties. | | |
| **Shipping Packer | High School Diploma | 1 |
| The Shipping/Receiving Clerk performs clerical and physical tasks in connection with shipping goods of the establishment in which employed and receiving incoming shipments. In performing day-to-day, routine tasks, this worker follows established guidelines. In handling unusual non-routine problems, this worker receives specific guidance from supervisor or other officials. This incumbent may direct and coordinate the activities of other workers engaged in handling goods to be shipped or being received. Shipping duties typically involve the following: verifying that orders are accurately filled by comparing items and quantities of goods gathered for shipment against documents; insuring that shipments are properly packaged, identified with shipping information, and loaded into transporting vehicles, and preparing and keeping records of goods shipped, e.g., manifests, bills of lading. Receiving duties typically involve the following: verifying the correctness of incoming shipments by comparing items and quantities unloaded against bills of lading, invoices, manifests, storage receipts, or other records, checking for damaged goods, insuring that goods are appropriately identified for routing to departments within the establishment, and preparing and keeping records of goods received. No experience required. | | |
| ** Store Worker I | High School Diploma | 1 |
| Performs the following tasks at an establishment whose primary function is that of the resale of merchandise in a retail environment. Will move merchandise by use of non-motorized equipment that is intended for display and resale purposes. Will include the cleaning of merchandise on or in display fixtures utilizing various merchandise techniques common to retail trade. Merchandise may be displayed by a predetermined placement system using labels or other identifying marks. Will maintain the display sales area by straightening merchandise to give a neat, full, and salable appearance, removing damaged or outdated merchandise, and displaying merchandise in such a manner to maintain freshness and sale dates. May determine display or sale requirements from existing inventory. May be required to keep inventory forms of merchandise stocked and merchandise returned to storage. May be required to affix labels to merchandise indicating sale price, item description, or other information. May be required to offer customer or patron assistance with the location or selection of merchandise. | | |
| ** Stock Clerk | High School Diploma | 1 |

| Position | Education | Experience |
|--|---------------------|------------|
| <p>Receives, stores, and issues equipment, materials, supplies, merchandise, foodstuffs, or tools, and compiles stock records of items in stockroom, warehouse or storage yard. Counts, sorts, or weighs incoming articles to verify receipt of items on requisition or invoice. Examines stock to verify conformance to specifications. Stores articles in bins, on floor or on shelves, according to identifying information, such as style, size or type of material. Fills orders or issues supplies from stock. Prepares periodic, special or perpetual inventory of stock. Requisitions articles to fill incoming orders. Compiles reports on use of stock handling equipment, adjustments of inventory counts and stock records, spoilage of or damage to stock, location changes, and refusal of shipments. May mark identifying codes, figures, or letters on articles. May distribute stock among production workers, keeping records of material issued. May make adjustments or repairs to articles carried in stock. May cut stock to site to fill order.</p> | | |
| **Warehouse Specialist | High School Diploma | 3 |
| <p>As directed, performs a variety of warehousing duties which require an understanding of the establishment's storage plan. Work involves most of the following: Verifying materials (or merchandise) against receiving documents, noting and reporting discrepancies and obvious damages; routing materials to prescribed storage locations; storing, stacking, or palletizing materials in accordance with prescribed storage methods; rearranging and taking inventory of stored materials; examining stored materials and reporting deterioration and damage; removing material from storage and preparing it for shipment. May operate hand or power trucks in performing warehousing duties. Exclude workers whose primary duties involve shipping and receiving work (see Shipping/Receiving Clerk), order filling (see Order Filler), or operating forklifts (see Forklift Operator).</p> | | |
| **Lead Warehouse Specialist | High School Diploma | 5 |
| <p>Directs and performs a variety of warehousing duties which require an understanding of the establishment's storage plan. Work involves most of the following: Verifying materials (or merchandise) against receiving documents, noting and reporting discrepancies and obvious damages; routing materials to prescribed storage locations; storing, stacking, or palletizing materials in accordance with prescribed storage methods; rearranging and taking inventory of stored materials; examining stored materials and reporting deterioration and damage; removing material from storage and preparing it for shipment. May operate hand or power trucks in performing warehousing duties. Exclude workers whose primary duties involve shipping and receiving work (see Shipping/Receiving Clerk), order filling (see Order Filler), or operating forklifts (see Forklift Operator).</p> | | |
| **Mobile Equipment Servicer | High School Diploma | 3 |
| <p>Operating from a mobile fuel station and/or tanker, the Mobile Equipment Servicer performs one or more of the following duties: supplies all types of vehicles with gasoline or diesel fuel, and records mileage and tag numbers, checks fluid levels, battery, cooling system and engine oil, checks tires for wear and pressure, replaces wiper blades, fuses, sealed beam lights, and light bulbs. Inspects equipment and performs preventive maintenance services, changes oil and filters, lubricates and greases vehicles, washes and cleans interiors and exteriors of vehicles; maintains inventories of parts and supplies; and cleans and maintains work areas.</p> | | |
| **Tools And Parts Attendant | High School Diploma | 2 |

| Position | Education | Experience |
|--|---------------------|------------|
| This incumbent receives, stores, and issues hand tools, machine tools, dies, replacement parts, shop supplies and equipment, such as measuring devices, in an industrial establishment. The Tools and Parts Attendant does the following keeps records of tools issued to and returned by workers, searches for lost or misplaced tools, prepares periodic inventory or keeps perpetual inventory and requisitions stock as needed, unpacks and stores new equipment; visually inspects tools or measures with micrometer for wear or defects and reports damaged or worn out equipment to superiors; may coat tools with grease or other preservative, using a brush or spray gun, and may attach identification tags or engrave identifying information on tools and equipment using electric marking tool. | | |
| ** Heavy Equipment Mechanic | High School Diploma | 7 |
| Analyzes malfunctions and repairs, rebuilds and, maintains power equipment such as cranes, power shovels, scrapers, paving machines, motor graders, trench-digging machines, conveyors, bulldozers, dredges, pumps, compressors, and pneumatic tools. Operates and inspects machines or equipment to diagnose defects. Dismantles and reassembles equipment, using hoists and hand tools. Examines parts for damage or excessive wear/ using micrometers and gauges. Replaces defective engines and subassemblies, such as transmissions. Tests overhauled equipment to insure operating efficiency. Welds broken parts and structural members. May direct workers engaged in cleaning parts and assisting with assembly and disassembly of equipment. May repair, adjust and maintain mining machinery, such as stripping and loading shovels, drilling and cutting machines, and continuous mining machines. | | |
| **Motor Vehicle Mechanic | High School Diploma | 5 |
| Opens, closes, and updates work orders. Ensures that repairs are performed to specifications. Performs service calls in the field. Changes and repairs tires. Diagnoses and repairs electrical systems. Performs air conditioning repairs. Repairs hydraulic systems. Repairs engines. Repairs transmissions. Cleans vehicles and equipment. Adheres to safety guidelines. Performs other related duties as assigned. | | |
| ** Motor Vehicle Mechanic Helper | High School Diploma | 3 |
| Cleans vehicles and equipment. Adheres to safety guidelines. Performs other related duties as assigned. Changes and repairs tires. Performs interval inspection and maintenance. Assists Mother Vehicle Mechanic | | |
| ** Automotive Worker | High School Diploma | 3 |
| The Automotive Worker performs a variety of minor repairs and services to maintain motor vehicles. The Automated Worker places and maintains decals on vehicles, checks and replaces batteries, rotates, repairs, and replaces tires, washes, polishes, and cleans interiors and exteriors of vehicles, drains, flushes, and replaces engine, transmission, and differential grease and oils, checks, cleans, calibrates, and replaces spark plugs, cleans and replaces oil and air filters. The Automotive Worker adjusts brakes, replaces windshield wipers, and similar minor parts, assists on major overhaul jobs by disassembling and cleaning parts, repairing components such as generators and water pumps, and replacing thermostats, points, electrical wiring and other items, maintains tools and equipment, and cleans work areas. | | |
| **Bus Driver | High School Diploma | 2 |

| Position | Education | Experience |
|--|---------------------|------------|
| The Bus Driver drives bus to transport passengers over specified routes to local or distant points according to time schedule, assists passengers with baggage and collects tickets or cash fares, regulates heating, lighting, and ventilating systems for passenger comfort, complies with local traffic regulations, and reports delays or accidents. The Bus Driver records cash receipts and ticket fares, may make repairs and change tires, may inspect bus and check gas, oil, and water before departure, load or unload baggage or express checked by passengers in baggage compartment; transports pupils between pickup points and school, and may drive diesel or electric powered transit bus to transport passengers over established city route. | | |
| **Driver Courier | High School Diploma | 2 |
| The Driver/Courier drives automobile or light truck to deliver messages, documents, packages and mail to various business concerns or governmental agencies, may occasionally transport office personnel and visitors, perform miscellaneous errands, such as carrying mail to and from the post office and sorting or opening incoming and outgoing mail. The Driver Courier may obtain receipts for articles delivered and keep a log of items received and delivered, and deliver items to offices and departments within an establishment. | | |
| **Shuttle Bus Driver | High School Diploma | 2 |
| The Shuttle Bus Driver (Van Driver) drives minibus or van to transport clients, trainees, or company personnel; drives vehicle from individual or central loading area to social services or rehabilitation center, training location, job site, or other destination according to assigned schedule. This driver may assist disabled passengers into and out of vehicle, secure passengers' wheelchairs to restraining devices to stabilize wheelchairs during trip; may operate radio or similar device to communicate with base station or other vehicles to report disruption of service, clean and/or service vehicle with fuel, lubricants, and accessories, keep records of trips and/or behavior of passengers, and perform other duties when not driving such as, custodial and building maintenance tasks. | | |
| **Taxi Driver | High School Diploma | 1 |
| The Taxi Driver drives motor vehicle, with or without a taximeter, to transport passengers for a fee, picks up passengers while cruising streets or in response to radio or telephone relayed request for service, collects fee recorded on taximeter or based on mileage or time factor, records transaction on log, and reports by radio or telephone to central location on completion of trip. | | |
| ** Truckdriver, Light | High School Diploma | 1 |
| The Truck driver drives a truck to transport materials, merchandise, equipment, or workers between various types of establishments such as: manufacturing plants, freight depots, warehouses, wholesale and retail establishments, or between retail establishments and customers' houses or places of business. This driver may also load or unload truck with or without helpers, make minor mechanical repairs, and keep truck in good working order. Straight truck, less than 1 1/2 tons, usually 4 wheels. | | |
| **Truckdriver, Medium | High School Diploma | 2 |
| Straight truck, 1 1/2 to 4 tons inclusive, usually 6 wheels. | | |

| Position | Education | Experience |
|--|---------------------|------------|
| **Truckdriver, Heavy | High School Diploma | 5 |
| Straight truck, over 4 tons, usually 10 wheels. | | |
| **Truckdriver, Tractor Trailer | High School Diploma | 7 |
| Rated capacity is the gross vehicle weight minus the empty weight of the vehicle. CDL. | | |

